

### **B0152: Time to Process Position Changes Metrics**

This is a report to identify the number of retro (Pay Affecting) Position Changes by Agency. The report does not count actions but rather counts the number of changes that occur to any of the 10 Position-Related infotypes listed below. These infotypes have been identified as the ones that can affect pay. B0152 tracks the number of retro changes that take place in any of these infotypes and rolls them up by agency.

- HRP9005 Overtime Eligibility
- HRP9006 Holiday Comp Eligibility
- HRP9007 Night Shift Premium
- HRP9008 Evening Shift Premium
- HRP9009 Weekend Shift Premium
- HRP9010 Holiday Premium Eligibility
- HRP9011 On-Call Eligibility
- HRP9012 Call-Back Eligibility
- HRP9016 Extended Duty Eligibility
- HRP9017 Gap Hours Eligibility

The report provides the retro counts by 3 buckets:

- <30 Days Retro
- 30 - 59 Days Retro
- >59 Days Retro


Scorecard colors are applied base on the following criteria:

- <30 Days Retro: No color applied to this column (Implied Green)
- 30 – 59 Days Retro: All cells in this column are Yellow if values are > 0
- >59 Days Retro: All cells in this column are Red if values are > 0

### **B0152 – Time to Process Position Changes Metrics**

1. Access the BEACON Portal.
2. Click on the **Reports Tab**.

## Agency Metrics Job Aid for B0152


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 North Carolina  
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### Business Intelligence

*Business Intelligence (BI) reports help HR staff and agency managers **track and analyze business functions** in their agencies. BI functions as a **standalone system** pulling data from SAP to create **analysis, summary, trends**, and other types of reports. Go to the [BI Reporting](#) online course to learn more.*

[News](#)  
 07/11/09 - SP20 has been successfully applied to the BI environment. Please report any issues to Shared Services.

<p><a href="#">Training</a></p> <p><b>To take the BI Reporting online course:</b></p> <p>Log on to BEACON University at  <a href="http://www.osc.nc.gov/beacon/training/index.html">http://www.osc.nc.gov/beacon/training/index.html</a>        Click the BI Reporting button.</p> <p>If the BI Reporting button is not present, contact the BEACON Training Solutions Center at  <a href="mailto:osc.beacon.training@osc.nc.gov">osc.beacon.training@osc.nc.gov</a></p> 	<p><a href="#">BI Report - Change Request Form</a></p> <p><a href="#">BI Report - New Request Form</a></p>	 <p>If you need assistance with a BI report please contact the Shared Services Support Center at:</p> <p><a href="http://www.osc.nc.gov/BEST/index.html">http://www.osc.nc.gov/BEST/index.html</a>        OR, email the Shared Services Support Center at: <a href="mailto:BEST@osc.nc.gov">BEST@osc.nc.gov</a></p>
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3. Click on **Agency Metrics**.


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4. Click on **HR Metrics** folder (click on the black arrow to expand folder).
5. Click on **B0152 Time to Process Position Changes Metrics** report.

### B0152: Time to Process Position Changes Metrics

**Variable Entry**

Available Variants:     [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Organizational Unit	20000099 	
* Calendar Month(s)/Year(s) (Mand)	10/2008 - 12/2008 	

6. Enter an **Org Unit Hierarchy** and a **Calendar Month/Year** by clicking on the “paper” icon. Then click OK.

The Calendar Month/Year selection represents the time frame for the Changed On dates. You can also research for three months of data as shown above.

**NOTE:** The report will only return the data for which you have security to view.


## Agency Metrics Job Aid for B0152

B0152: Time to Process Position Changes Metrics						
Save As...    Display As <span>Table</span> Information    Print Version    Export to Excel						
Org Unit		DaysDiff Between ChangedOn & EffFrom	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro	Position Settings Rate
20000099	Disney	-1,229	0	0	3	102.94

Scorecard colors are applied base on the following criteria:

- <30 Days Retro: No color applied to this column (Implied Green)
- 30 – 59 Days Retro: All cells in this column are Yellow if values are > 0
- >59 Days Retro: All cells in this column are Red if values are > 0

Leave the window for the above display of B0152 open. Navigate back to the browser window with the original HR Scorecard report listing. Click on the “Organization Mgmt” tab, open the “Position Eligibility” folder, click on the B0082 report.

▼  Position Eligibility

▪ B0082: Position Eligibility Settings by Changed Date

To validate the numbers from B0152, run the B0082 report. Select the same OrgUnit and Calendar Month/Year as when executing B0152.

## Agency Metrics Job Aid for B0152

### B0082: Position Eligibility Settings by Changed Date

#### Variable Entry

Available Variants:     [Show Variable Personalization](#)

#### General Variables

Variable	Current Selection	Description
* Organizational Unit	20000099	
* Calendar Month(s)/Year(s) (Mandatory)	10/2008 - 12/2008	OCT 2008 - DEC 2008
Position(s) (Optional)		
Employee Group(s) (Optional)		
Employee Sub Group(s) (Optional)		
Payout Period(s) (Optional)		
Min # Days Retro (Optional)		

### B0082: Position Eligibility Settings by Changed Date

Display As

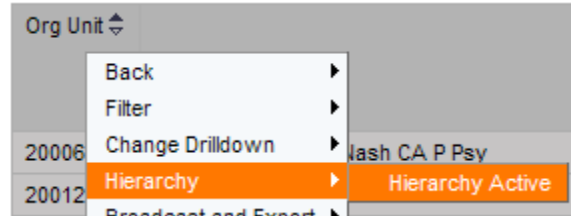
Position		Infotype		Changed On	Eff From	Eff To	User Name	Pay pd	DaysDiff Between ChangedOn & EffFrom	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro	Position Settings Rate
60060096	Parade Coordinator	9016	Extended Duty	10/23/2008	04/01/2008	12/31/9999	Donald Duck	#	-205	0	0	1	102.00
60062030	Chief Roller Coaster Architect	9011	On-Call	10/27/2008	07/01/2007	12/31/9999	Goofy	#	-484	0	0	1	0.94
60061913	Character Suit Designer	9006	Holiday Payout Perio	12/22/2008	07/01/2007	03/31/2008	Pluto	365	-540	0	0	1	0.00

The report renders all the positions that have retro changes. This is based on comparing the **Eff From** date to the **Changed On** date. The **DaysDiff Between ChangedOn & EffFrom** represents the calculation results of **Changed On** minus **Eff From**.

**Step 1:** Validate the retro buckets. If the calculation result is <30 Days, there should be a '1' in this bucket. If the calculation result is between 30 and 59 days, there should be a '1' in this bucket. If the calculation result is > 59 days, there should be a '1' in this bucket.

**Step 2:** Collapse the report layout to roll up the key figures. Drag off all Characteristics except OrgUnit. Activate the Hierarchy display. Position the cursor over the OrgUnit column header, right-mouse click ->Hierarchy->Hierarchy Active.

## Agency Metrics Job Aid for B0152



**B0082: Position Eligibility Settings by Changed Date**

Save As...    Display As     Information    Print Version    Export to Excel

▼ Columns  
   ▪ Key Figures  
 ▼ Rows  
   ▪ Org Unit  
 ▼ Free characteristics  
   ▪ Cal Mth/Yr  
   ▪ Changed On  
   ▪ Eff From  
   ▪ Eff To  
   ▪ Infotype  
   ▪ Pay pd  
   ▪ Personnel Area  
   ▪ Position  
   ▪ User Name

Org Unit		DaysDiff Between ChangedOn & EffFrom	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro	Position Settings Rate
20000099	Disney	-1,229	0	0	3	102.94

**Step 3:** Compare the results of the three retro buckets in B0082 to the values from B0152. They should be the same.

## Agency Metrics Job Aid for B0152

### B0152: Time to Process Position Changes Metrics

Save As... Display As Table Information Print Version Export to Excel

Org Unit		DaysDiff Between ChangedOn & EffFrom	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro	Position Settings Rate
20000099	Disney	-1,229	0	0	3	102.94

### Key BI Points to Remember

- Do not use the Back button on the browser to go back. (Instead use “Back One Navigation Step”.)
- BI Reports sort from the left to right.
- Columns can be removed by dragging up and dropping in the dark blue area.